



# Regina Roman Catholic Separate School Division # 81

<b>Pupils 9111</b> <b>Secondary Attendance Practices</b>	<b>Administrative Application</b>	
	<b>Effective:</b>	January 27, 2015
	<b>References:</b>	ER-Goals ER-1 Treatment of Students and Parents/Guardians
	<b>Status:</b>	Operational

## Preamble

All secondary mainstream programs of the Regina Roman Catholic Separate School Division will be consistent in regards to pupil attendance, behaviour, and success according to the standards provided below:

1. To ensure the integrity of the curriculum being taught, all pupils **must attend a minimum of 85%** of any class for which they are registered in order to receive a final grade for the class. Any pupil who is absent for **more than 15% (15 periods – excused or unexcused – suspensions included)** of any particular class will be dismissed from the class.
2. In order to ensure the integrity of the curriculum being taught, all pupils **must be punctual a minimum of 85%** for each of their classes in order to receive a final grade for the class. Any pupil who is tardy for **more than 15% (15 periods – excused or unexcused)** of any particular class will be dismissed from the class.)
3. Absences and tardiness will continue to be monitored if a pupil transfers to a different school within our school system within the semester. The attendance and tardiness records of that pupil will be sent to the new school providing the pupil is enrolled in the same classes as he or she was enrolled in from the school he or she is transferring from. (In special circumstances this may not apply.)
4. Any pupil failing a class in semester one, or who is dismissed from a semester one class because he or she is in violation of the attendance standards described in #1 and/or #2 above, **will not have the option of repeating the class in semester two** of that academic school year. The pupil's options would be:
  - a. To choose a Summer School option as outlined in Administrative Application 8770,
  - b. To request registration in the class the following academic year,
  - c. To write a teacher-prepared or Departmental supplemental exam if the class is the last credit he/she needs to meet Ministry of Education requirements for a grade 12 diploma.

It is our responsibility to work with each pupil and his/her family to ensure that the pupil receives the best education possible, and we understand that positive attendance habits allow us to ensure the success of the pupil. Therefore, in instances where attendance has been identified as a problem for a particular pupil, each school will attempt to improve the pupil's attendance with a number of the following interventions:

- a. Teacher, administrative, and automated phone calls to parents/guardians.
- b. Letters sent to parents/guardians.



- c. In-School Interventions (pupil conferences involving counsellors and/or administration; parent conferences involving the pupil, counsellors and/or administration; pull-out time from regularly scheduled classes to allow for assessment of potential problems that may be the underlying cause of attendance issues).
- d. Tutorial/Resource/Fast Track/Transition Room programs that assist pupils in meeting academic success in classes that they have fallen behind in or which they have repeatedly failed. When pupils are placed into this type of program, the success they experience tends to also result in improved attendance practices by the pupils.
- e. Renewable attendance contracts signed by pupils, parents/guardians, and school administration. Each renewal of the contract includes a meeting with the pupil, his/her parents, and administration with any successes being celebrated.
- f. Reduced/adjusted timetable that better meets the needs of a particular pupil.
- g. Recommendation for alternate placement (St. Luke [ENCORE, QHS], Alternative Education, Cornwall School).
- h. Counsellor/administrative interventions and referrals (anger management, personal counselling, drug and alcohol assessment, drug and alcohol counselling, academic testing, etc.).
- i. Out-of-school suspensions.

Where consideration has been given (through the use of some or all of the above intervention processes) and the school feels that it has exhausted its options in helping a pupil with his/her attendance struggles, the school administration will look at adhering to the above attendance practices in regards to pupils who go beyond being absent 15% of their classes or who are unsuccessful in passing a class in semester one of any academic year.

### Appeal Process

In the event that an extenuating personal circumstance occurs that results in a pupil accumulating more than 15 absences (excused or unexcused), then parents/guardians must complete the **Application of Appeal – Extenuating Circumstances (F9110.2) or Application for Exemption – Prior Knowledge (F9110.1)** to initiate a formal review.

### Application

1. All parents and pupils will be made aware of the attendance policy through:
  - a. Personal letters to each family
  - b. Newsletter
  - c. Parent information night
  - d. Pupil grade-level assemblies



## Regina Roman Catholic Separate School Division # 81

2. The administration of each school will determine how attendance and punctuality will be monitored.
3. Teachers and office personnel will be diligent in marking attendance and tardiness accordingly.

### **For pupils 16 years of age or older:**

- a. The following interventions for absences will occur:
  - i. From one to three absences the teacher will make a phone call out of concern for the pupil's success and to establish contact with the pupil's parent/guardian.
  - ii. At four absences a letter of concern will be sent. Student Services will be notified to assist the pupil in being more successful.
  - iii. At eight absences a phone call will be made to discuss the number of absences of the pupil and to discuss potential solutions. Student Services will continue to monitor.
  - iv. At 12 absences a meeting will take place with the stakeholders as determined by each high school administration. Student Services will continue to monitor.
  - v. At 15 absences (suspensions included) the pupil will be interviewed and dismissed from that particular class and will no longer be eligible to receive a final grade for that particular class.
- b. The following interventions for tardiness will occur:
  - i. From one to three lates the teacher will make a phone call out of concern for the pupil's success and to establish contact with the pupil's parent/guardian.
  - ii. At four lates a letter of concern will be sent. Student Services will be notified to assist the pupil in being more successful.
  - iii. At eight lates a phone call will be made to discuss the tardiness of the pupil and to discuss potential solutions. Student Services will continue to monitor pupil's progress.
  - iv. At 12 lates a meeting will take place with the stakeholders as determined by each high school administration. Student Services will continue to monitor pupil's progress.
  - v. At 15 lates the pupil will be dismissed from that particular class and will no longer be eligible to receive a final grade for that particular class.

### **For pupils under the age of 16 years:**

- a. The following interventions for absences will occur:
  - i. From one to three absences the teacher will make a phone call out of concern for the pupil's success and to establish contact with the pupil's parent/guardian.



## Regina Roman Catholic Separate School Division # 81

- ii. At four absences a letter of concern will be sent. Student Services will be notified to assist the pupil in being more successful.
  - iii. At eight absences a phone call will be made to discuss the number of absences of the pupil and to discuss potential solutions. Student Services will continue to monitor pupil's progress.
  - iv. At 12 absences a meeting will take place involving all the stakeholders as determined by each high school administration. Student Services will continue to monitor pupil's progress.
  - v. At 15 absences (suspensions included) the pupil will be dismissed from that class and will no longer be eligible to receive a final grade. One of the following will occur:
    - (1) Alternate placement within the school for the purpose of study hall
    - (2) Alternate placement at Cornwall (grade 9)
    - (3) Alternate placement at St. Luke (grade 10)
    - (4) LRP/Tutorial
- b. The following interventions for tardiness will occur:
- i. From one to three lates the teacher will make a phone call out of concern for the pupil's success and to establish contact with the pupil's parent/guardian.
  - ii. At four lates a letter of concern will be sent. Student Services will be notified to assist the pupil in being more successful.
  - iii. At eight lates a phone call will be made to discuss the tardiness of the pupil. Student Services will continue to monitor pupil's progress.
  - iv. At 12 lates a meeting will take place involving each stakeholder as determined by each high school administrator. Student Services will continue to monitor pupil's progress.
  - v. At 15 lates the pupil will be dismissed from that class and will no longer be able to receive a final grade for that particular class. One of the following will occur:
    - (1) Alternate placement within the school for the purpose of study hall.
    - (2) Alternate placement at Cornwall (grade 9)
    - (3) Alternate placement at St. Luke (grade 10)
    - (4) LRP/Tutorial
4. All interventions must be clearly documented for all pupils.



## Regina Roman Catholic Separate School Division # 81

5. All pupils will have an opportunity to register for the course (if offered) in the first semester of the next academic year.
6. **Appeal Process**  
Each school will create an Attendance Committee to deal with appeals.
  - a. Application for Exemption - Prior Knowledge (F9110.1)  
Where there are extenuating circumstances an “Application for Exemption” must be presented to the Attendance Committee as soon as it is known that the pupil will be absent but no later than two weeks before the actual pupil absence. Such situations may be an opportunity for an educational trip, a stay in the hospital due to surgery, etc. This is a situation that doesn’t necessarily occur in every pupil’s life. The form “Application for Exemption - Prior Knowledge” must be completed.
  - b. Application of Appeal - Extenuating Circumstances (F9110.2)  
There may be situations that are unforeseen and that do not fall under the “**Exemption**” category. These situations may occur suddenly that will put the pupil beyond the 15 absences. Such situations may be a sudden illness or sudden hospitalization, a funeral, etc. If a pupil would like to make an “Application of Appeal - Extenuating Circumstances” it must be given to the Attendance Committee as soon as it is possible but not later than three days after the 15<sup>th</sup> absence. The committee will review the situation and make a decision as quickly as possible as to whether or not the pupil will be able to continue in the course beyond the 15 absences. The committee may put conditions on the continuance in the course. While the pupil and the parents/guardians are waiting to hear from the Attendance Committee on this matter, the pupil will be expected to attend class until official notification is provided.
7. **Attendance Committee** will consist of three people from each high school. The committee will consist of the school’s vice-principal, a school counsellor and a representative teacher who does not presently teach the pupil. The committee will deal with all exemptions or appeals within their own high school. The committee will meet no later than three days after an **Application for Exemption – Prior Knowledge (F9110.1)** or an **Application of Appeal – Extenuating Circumstances (F9110.2)** is filed. The committee will notify the applicant within a 24-hour period after their meeting of their decision. While the pupil and the parents/guardians are waiting to hear from the Attendance Committee on this matter, the pupil will be expected to attend class until official notification is provided.